GRADUATE NURSING
MANDATORIES INFORMATION

ANNUAL MANDATORIES DUE AUGUST 15, 2016

- Proof of Health Insurance Form and copy of insurance card
- Annual PPD Form
- If you have a history of a positive PPD, include the TB Symptom Checklist
- HIPAA/OSHA Training – Required Annually. [Log in](#) to the Evolve e-Learning Solutions website to complete your training.
- CPR Certification – Ensure that your CPR certification will remain valid throughout your clinical experience this year. CPR Certifications are valid for two years. If you completed the training during your first year, it should still be valid. CPR training will be held on Wednesday, August 24, 2016 for those of you who need to take it. You will need to submit a copy of the front and back of your CPR card to CastleBranch.
- Criminal background check – As needed by the site.

For Annual Mandatories, if you are enrolled in CastleBranch, please submit your mandatories to them. If you are not already enrolled, please submit your forms and required attachments via fax, email, or in person to:

Beatriz Cobeo
College of Nursing and Health Sciences
106 Carrigan Drive, 231F Rowell
Burlington, VT 05405

(802) 656-3452
[beatriz.cobeo.1@med.uvm.edu](mailto:beatriz.cobeo.1@med.uvm.edu)
Grad Nursing MANDATORIES

Proof of Health Insurance Form - Submit this form AND copy of insurance card - REQUIRED ANNUALLY

*The University does not pay medical costs resulting from injury during clinical/practicum rotations or other curricular activity unless this injury is due to negligence of the University. All CNHS students are required to carry their own health insurance.

Subscriber/Member ID ____________ Primary Subscriber’s Name ____________
Insurance Carrier ____________ Subscriber’s Relationship to You ____________

Submission of Mandatories

If you are not already enrolled in CastleBranch, please submit your mandatories to Beatriz Cobeo at:

College of Nursing and Health Sciences
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COPIES OF MEDICAL RECORDS/LABS WILL NOT BE ACCEPTED.

PPD - Tuberculin Skin Test

BCG vaccine does not preclude the need for PPD testing or chest x-ray

<table>
<thead>
<tr>
<th>Date given:</th>
<th>Date read:</th>
<th>Results (mm):</th>
</tr>
</thead>
</table>

Circle result: pos neg

IF FIRST TIME WITH A POSITIVE PPD:

Please attach copy of radiology report, and list results.

IF HISTORY OF A POSITIVE PPD:

1) Obtain TB Symptom Checklist from Department
2) Take the TB Symptom Checklist to your appointment and give to your health care provider to complete

*Please note, depending on your site placement, an updated chest x-ray may also be required if you have a history of a positive PPD.

Licensed Heath Care Provider Attestation

By signing below, I affirm that I am a licensed health care provider. I am aware that leaving any required fields blank will result in the student being unable to progress in his/her major at the University of Vermont.

Signature of Licensed Health Care Provider

Credentials

Date

Clinic Stamp or Printed Name of Provider

Provider Telephone Number

It is MANDATORY that you scan and upload ALL Pages of the form to CastleBranch. DO NOT SEPARATE PAGES.

Please note, UVM Student Health will not submit your paperwork for you. You will need to pick up your documents and submit them to CastleBranch.

The information included on this form maybe released to the infection control officer and clinical education coordinators at sites where you perform your clinical education experience.
# Grad Nursing Requirements: Annual Mandatories Due

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Guidelines</th>
<th>Exp. Date</th>
<th>Document Required</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TB SKIN TEST</td>
<td>TB Skin Test or QuantiFERON Gold test is required.</td>
<td>Annual requirement</td>
<td>Completed on school form</td>
<td>If positive results, one of the following is required: Student with a first time positive PPD must submit the school form AND a copy of the radiology report. Student with a history of positive PPD, must submit the school form AND the TB Symptom Checklist form.</td>
</tr>
<tr>
<td>CPR</td>
<td>One of the following is required: A) American Heart Association Basic Life Support for Health Care Providers OR B) American Red Cross Professional Rescuer ONLY</td>
<td>Certification must remain valid for entire clinical experience</td>
<td>Copy of front and back of CPR certification card</td>
<td>Certification must remain valid for entire clinical experience.</td>
</tr>
<tr>
<td>PROOF OF HEALTH INSURANCE</td>
<td>Provide a copy of your current health insurance card AND Proof of Health Insurance form.</td>
<td>If your insurance changes, you are responsible for providing updated information</td>
<td>Copy of insurance card or equivalent AND Proof of Health Insurance form</td>
<td></td>
</tr>
<tr>
<td>HIPAA/OSHA TRAINING</td>
<td>Complete your HIPAA/OSHA training via the Evolve e-Learning Solutions website at: <a href="https://www.evolvelearningms.com/lms/uvm/default.aspx">https://www.evolvelearningms.com/lms/uvm/default.aspx</a></td>
<td>Annual requirement</td>
<td>No need to submit a document as long as you’ve completed your training online</td>
<td>Training won’t be considered complete unless all sections of the training have been completed.</td>
</tr>
</tbody>
</table>

Please note, some site placements may require additional mandatories such as a physical, criminal background check, or influenza vaccination.

If you visit Student Health for your immunization/serology work, you can request a receipt and file it along with the claim to your insurance company.

It is your responsibility to keep track of whether you have submitted your requirements.

If you know you will be unable to meet the above deadlines for extenuating circumstances, you should schedule a meeting with Beatriz Cobeo - Beatriz.Cobeo.1@med.uvm.edu
Frequently Asked Questions

General Questions

Q: How do I submit my documentation?
A: Submit your documentation directly to CastleBranch. Please note, UVM Student Health won’t submit your documents for you. You will need to pick up your documents and submit them to CastleBranch.

Q: What happens if I can’t submit my mandates by the deadline?
A: It is imperative that you plan ahead to ensure that your mandates are completed by the deadline. If you fail to submit your mandates by the deadline, you will not be able to participate in your clinical experience and your instructor will be notified.

CPR Certification

Q: What CPR certifications will you accept?
A: American Heart Association Basic Life Support for Health Care Providers OR American Red Cross Professional Rescuer

Q: What if my CPR certification will expire during my clinical education experience?
A: It is your responsibility to be aware of your CPR certification expiration date. Your CPR certification is required to be valid for your entire clinical education experience. If your CPR certification will expire during your clinical, please renew it BEFORE your clinical starts and submit an updated copy of the front and back of your CPR card with signature(s).

Q: Will you accept the American Red Cross Challenge Exam for my CPR Certification course?
A: No, the American Red Cross Challenge Exam is not accepted. It serves as a refresher and not a certification course.

Q: How do I find out about upcoming CPR classes?
A: CNHS offers CPR classes at least twice per semester. You will receive email notices regarding how to sign up for upcoming CPR class dates.

HIPAA/OSHA Training

Q: How often do I need to complete HIPAA/OSHA training?
A: Program requirements vary. Please check the mandates information for your program.

Influenza Vaccination

Q: Am I required to get a flu shot?
A: It is strongly recommended that all CNHS students receive the influenza vaccination both to protect yourself, but also to protect the patients with whom you come into contact. Some sites may require you to get the influenza vaccination before beginning your placement.
Q: If I have a PPD Skin Test and it is positive, what should I do? *First time positive only*
A: You will need to be assessed to determine why the skin test is positive. Reasons may include previous BCG vaccine, latent TB (exposed, but not active), or active TB. This will require a symptom review and chest x-ray. You will need to provide a copy of the radiology report.

Q: If I have a *history* of a positive PPD, what should I do?
A: Do not get another PPD skin test because this will continue to result as a positive. Instead, ask your health care provider to perform a TB Symptom Check. Bring your TB Symptom Check form to your appointment.

Q: What if I have difficulty getting an appointment with my doctor for my PPD?
A: You often do not need a full office visit appointment for the placement and reading of your PPD. Ask if a nurse can place/read your PPD instead.

**Additional Questions**

Q: How will I know when my mandates have been completed?
A: Is it your responsibility to keep track of the documents that you submit to ensure you have met all requirements.

Q: Does CNHS cover the cost of my immunization and serology work?
A: It is your responsibility to cover the cost. If you visit Student Health for your immunization and serology work, you can request a receipt and file it along with the claim to your insurance company.

Q: Who do I contact if I have additional questions?
A:

**Nursing Department Contact**

Beatriz Cobeo  
106 Carrigan Drive, 231F Rowell  
Burlington, VT 05405  
(802) 656-3452  
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